

DODGE COUNTY EXECUTIVE COMMITTEE

October 16, 2018, 9:30 A.M.

FIRST FLOOR – ROOMS H & I AUDITORIUM

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

The meeting was called to order at 9:30 a.m. by Dodge County Executive Committee Chairman, Russell Kottke.

Members present: Berres, Frohling, Kottke, Maly, Marsik, Sheahan-Malloy, and Schmidt.

Member(s) absent: None.

Others present: Dodge County Administrator Jim Mielke; Deputy County Clerk Christine M. Kjornes; Corporation Counsel Kimberly Nass; Finance Director Julie Kolp; Purchasing Agent Jamie Beckwith; Emergency Management Deputy Director Joe Meagher; Dodge County Sheriff Dale Schmidt, and Sheriff's Office Operations Captain Chad Enright.

There was no Non-Committee Member County Board Supervisors requesting payment for attending the meeting.

Chairman Kottke provided an oral report to the Committee regarding an Advisory Resolution requesting funding for Next Generation 911 upgrades. Chairman Kottke reported that the Wisconsin Counties Association has asked Dodge County to support the funding for Next Generation 911 upgrades. Motion by Maly, seconded by Frohling to approve and forward the Resolution to the County Board for consideration at their October 23, 2018 meeting. Sheriff Dale Schmidt commented that Dodge County currently has the Next Generation 911, and he does not anticipate funding during the first round of grants. Emergency Management Director Joe Meagher commented that \$7 million annually is not an adequate amount to perform the necessary upgrades. Motion carried.

The Committee continued with a review and discussion on the draft Request for Proposals (RFP) for the Sheriff's Office Operational and Financial Review. Corporation Counsel Kimberly Nass reported that the draft RFP was included in the packet materials, and the plan is to release the RFP this week. Ms. Nass further reported that August of 2019 is the projected date of completion, with a presentation to the County Board. Ms. Nass commented that \$30,000 is included in the Sheriff's Office 2019 budget, but this amount may not be sufficient because the RFP is very comprehensive. Sheriff Schmidt commented that the process of compiling information for the operational and finance review will be costly and time consuming for his department. The Committee discussed the option of having an alternate bid. Ms. Nass reviewed the RFP, and asked the Committee for their feedback. The following changes will be made to the draft RFP:

1.1 – Project Scope (Page 4)

- Take out the highlighted words *policies/practices* in the paragraph that begins with *The intent of this RFP*;
- Add the Wisconsin State Statute to the Sheriff definition.

Technical Requirements (Page 6)

- 1.4: First bullet item: Strike the word *bi-weekly*, and replace with *periodic*.

Finance (Page 6)

- 1.15: First bullet item: Add *Probation and Parole* to the Inmate by type.

Staffing and Training (Page 7)

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- 1.5: Second bullet item: Strike the word *Determine* and replace with *Recommend*;
- 1.6: Strike Out;
- 1.7: Strike Out;
- 1.8: First bullet item – Strike *scheduling programs compared to the current system of scheduling*, and replace with *best practices in scheduling*;
- Ms. Nass will condense and reword the last two bullet items in 1.8, which appear at the top of Page 8;
- 1.9: Strike Out;
- 1.11: Add the word *comparable* before *WI detention facility*.

Supervisor Staff (Page 8)

- 1.14: Strike out the word *detailed*;
- Incorporate best practices verbiage.

Contracts (Page 8)

- 1.17: Add *but not limited to* after the word *including*;

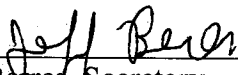
Ms. Nass will provide reports to the Executive Committee and the Judicial and Public Protection Committee updating them on the progress of the RFP process. She will make the noted changes, and will provide the Executive Committee with the final draft for their review prior to releases the RFP. Ms. Nass requests that feedback on the final draft be provided to Purchasing Agent Jamie Beckwith.

Motion by Sheahan-Malloy, seconded by Frohling to authorize Ms. Nass to make the changes noted above, and to release the final RFP. Motion carried.

County Administrator Jim Mielke commented that a copy of the final RFP will be placed on the desks of the County Board Supervisors at their October 23, 2018 meeting.

Meeting adjourned at 10:36 a.m. by the order of the Chairman.

The next regular meeting is scheduled for **Tuesday, November 6, 2018, at 8:00 a.m.**



Jeff Berres, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.